
PART-TIME EMPLOYMENT PROGRAM

FOR THE ADJUTANT GENERAL:

Technican management control process. Management control provisions and key management controls contained in FPM chapter 340 and TPR 300(340).

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Proponent. The proponent for this regulation is the Director, Human Resources/J1.

Summary. This regulation establishes the Part-Time Employment Program for the Wisconsin National Guard Technicians.

Suggested improvements. Users are invited to send comments and suggested improvements to Joint Force Headquarters, ATTN: WIJS-J1, P.O. Box 8111, Madison, WI 53708-8111.

Applicability. This regulation applies to all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard.

Distribution. This publication is available in electronic media only and is intended for all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard. It is available on the WIJS-J1/Human Resources intranet page

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Chapter 1

General

1-1. Purpose In accordance with 5 USC § 3401-8 and 5 CFR part 340, this regulation establishes the Part-Time Employment Program of the Wisconsin National Guard. It is applicable to Career, Career Conditional, Temporary and Indefinite Employment. The provisions of this regulation are subject to review and revision after two years from date of publication.

1-2. Policy The Adjutant General recognizes that part-time employment opportunities benefit employees who for reasons of handicap, educational commitment, parental responsibility or other personal commitments may not be able to work full-time. At the same time, the policy of the Wisconsin Department of Military Affairs is that part-time employment is the exception, while the norm is an 80 hour bi-weekly schedule. Therefore, subject to resource constraints, mission requirements, and relevant prohibitions (paragraph 2-4 below) the Adjutant General will support provision of part-time career employment opportunities in some cases.

1-3. Definitions

a. Part-time employment is employment of 16 to 32 hours a week under a regular, prearranged schedule consisting of an equal or varied number of hours per day, whether or not in a job-sharing arrangement.

b. Job-sharing is the assignment of two employees against one position.

1-4. Responsibilities

a. The Adjutant General is the highest level of authority in the State concerning the overall application of this regulation. He or she is the final authority with respect to the assignment of work and the establishment of hours of work.

b. The Director of Manpower and Personnel/J1 is responsible to the Adjutant General for ensuring that the requirements of this regulation are carried out. He/she will:

- (1) Review vacant positions for the feasibility of filling them on a part-time basis.
- (2) When consistent with the area of consideration used, notify the public of part-time vacancies through the standard vacancy announcement procedure.
- (3) In response to an approved request, convert encumbered, permanent, full-time to part-time positions.
- (4) Designate a part-time career employment program coordinator.
- (5) Develop an annual plan for establishing part-time positions consistent with mission requirements, turnover rate, budgetary considerations, authorization limitations, and technician interests.
- (6) Report on program status to higher headquarters as provided for in this regulation.

c. Managers and supervisors are responsible for evaluating vacant positions and recommending any which are suitable for part-time employment to the Director of Manpower and Personnel/J1. The first level supervisor will forward all requests through the second level supervisor and either the Director or the Flying Unit Commander to the Director of Manpower and Personnel/J1 for consideration and possible approval on a case-by-case basis.

Chapter 2

Procedures

2-1. Guidelines Part-time employment warrants consideration where it makes sense for both the employee and the organization. Examples of this favorable situation are:

- a. A section which is staffed at a level higher than authorized by NGB.
- b. A time-limited request to accommodate the family obligations of a technician.
- c. A job share request from two technicians who wish to occupy the same position and each work twenty hours a week.
- d. A transitional period where the incoming and outgoing incumbents temporarily share a position for training purposes.
- e. Accommodation of a medical condition or handicap.
- f. Allowing an individual the opportunity to transition into retirement.

2-2. Application Procedures An individual wishing to work part-time must submit a written request to his or her first line supervisor. The request must include the reason for the request and whether part-time employment will be indefinite or term-limited. At least forty-five calendar days before the expiration of any agreed term, an individual may request an extension of part-time employment; however, there is no guarantee that an extension will be approved. Similarly, an employee working part-time indefinitely is not guaranteed an opportunity to return to full-time employment at any future date.

2-3. Part-Time Employee Benefits A part-time employee:

- a. Earns annual and sick leave according to the number of hours worked per pay period.
- b. Receives a full year of service credit for each calendar year worked for purposes of retirement eligibility, date of career tenure, within-grade pay increases, leave category, and time-in-grade determinations.
- c. Receives a pro-rated time calculation to determine retirement annuity as well as experience for qualifications requirements.
- d. Is eligible for life insurance and health benefits on a pro-rated basis.

2-4. Holidays A part-time employee under a compressed work schedule is entitled to holiday premium pay only for work performed during his or her work schedule on a holiday.

part-time employee scheduled to work on a day designated as an "in lieu of" holiday for full-time employees is not entitled to holiday premium pay for work performed on that day because part-time employees are not entitled to "in lieu of" holidays.

2-5. Prohibitions.

a. Part-time employment may not involve more than 32 or no less than 16 hours in a work week.

b. The combined work schedule of job sharers may not exceed 40 hours in a work week or 80 hours bi-weekly.

c. Positions occupied by full-time technicians may not be abolished in order to create part-time positions, nor shall full-time technicians be required to accept part-time employment as a condition of continued employment.

d. In the event of a reduction in force, part-time technicians may only compete for part-time positions. Conversely, part-time positions are not considered to be valid job offers for full-time technicians.

2-6. Reporting. Submit a Standard Form 52 (SF-52) with number of hours and justification to support the request.

